

**APPENDIX E: FORM LETTER FOR REQUEST FOR RELEASE  
OF CONVICTED OFFENDER SAMPLE INFORMATION  
AND RESPONSE LETTER**

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**CODIS OPERATING POLICIES AND PROCEDURES MANUAL**

Issue No.: 3

Effective Date: 17-June-2005

**MUST BE ON AGENCY LETTERHEAD STATIONARY**

(Date)

DNA Data Bank Supervisor  
Virginia Division of Forensic Science  
700 North Fifth Street  
Richmond, VA 23219

Dear Data Bank Supervisor:

It is believed that the Virginia Division of Forensic Science has a DNA Data Bank sample on file for a previously convicted felony offender:

**Offender's Full Name:** \_\_\_\_\_  
(First Name) (Middle Name) (Last Name)

**a.k.a.:** \_\_\_\_\_  
(First Name) (Middle Name) (Last Name)

**Social Security #:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_  
(Month, Day, Year)

**Race:** \_\_\_\_\_ **Sex:** \_\_\_\_\_  
(No abbreviations, please.) (M or F)

**DOC #:** \_\_\_\_\_

Please advise if you are in possession of the sample specified and if it has been analyzed. This information is requested in furtherance of an official criminal investigation.

Sincerely,

(Name)  
(Title)

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(Date)

(Requestor's Name)  
(Requestor's Address)

Dear (Requestor's Name):

The following information is provided in response to your request dated (Date). The Virginia Division of Forensic Science DNA Data Bank (has/has not) received a sample of blood from the following individual: (convicted offender identifying information provided by requestor). [The sample (has/has not) been analyzed as of this date. – **when the DNA Data Bank has received a sample**]

Sincerely,

(Name)  
(Title)

◆END